



## ARAMS Abattoir Portal Application

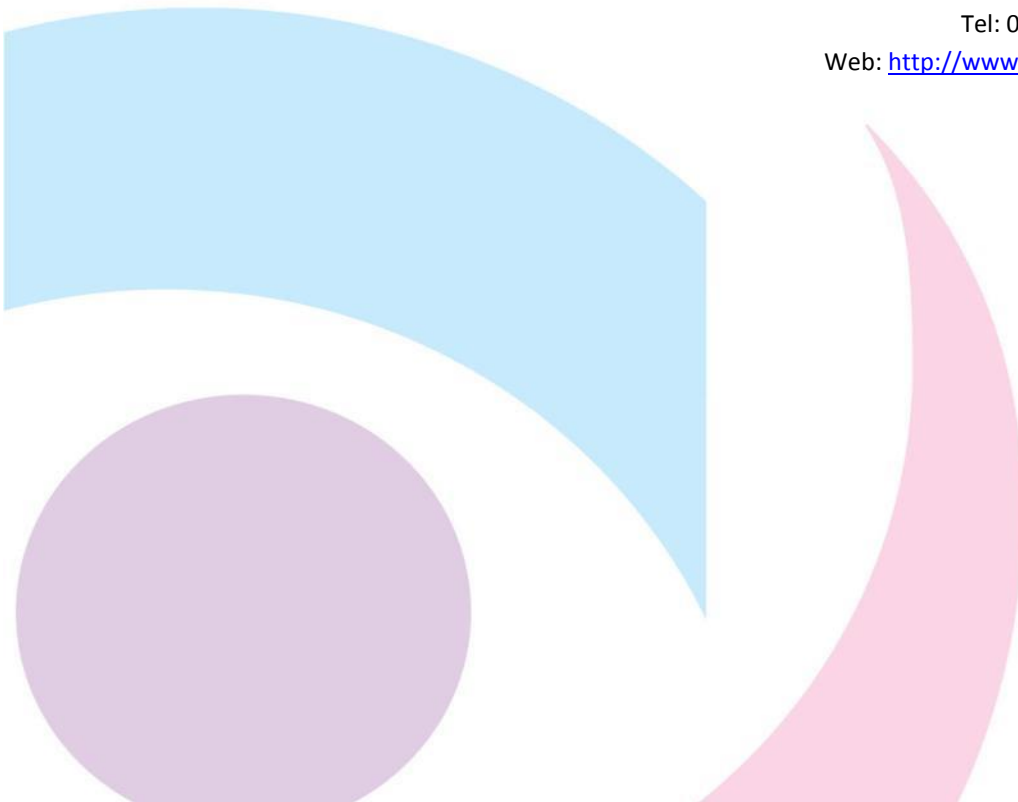
### User Guide June 2015

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## 1. Document Information

### 1.1 Terms & Definitions

Term	Description
ARAMS	Animal Recording and Movement Service
DEFRA	Department for Environment, Food and Rural Affairs
AHVLA	Animal Health and Veterinary Laboratories Agency
RPA	Rural Payments Agency
APHIS	Animal and Public Health Information System
AMLS	Animal Movements Licensing System ( Owned by RPA)
ETAS	EarTag Allocation System
LA	Local Authority
SW	SouthWestern
DMR	Digital Mail Room
AC	Assembly Centre
CC	Collections Centre
CPH	County Parish Holding – number to identify and agricultural holding
FMP	Farm Management Package

## 2. Introduction

The purpose of this document is to provide abattoir users with guidelines and procedures to follow to assist them to correctly and accurately record and maintain the electronic recording of sheep, goats and deer moves in England. This document lays out step by step procedures to follow to navigate the Abattoir Portal application, so that the user can complete the following actions

- Log on
- Create movements into the abattoir
- Search movements recorded in the last 'X' days which are not being processed by AMLS
- List of Unconfirmed movements to that abattoir and all abattoirs within the enterprise

## 3. Log on

Once the registration has been completed by the user and approved by the bureau, each user will be supplied with a confirmation code via email with instructions on how to register a password. The confirmation code will be communicated to the user via email within 48hours of registration.

If you have not as yet registered then please see the how to register user guide.

Portal

### Log In

Please enter your username and password. [Register](#) if you don't have an account.

**Account Information**

Username:

Password:

Account Security as follows:

- Unused or dormant accounts should be suspended or deleted after 24 months of inactivity.
- Users accounts will be locked after 3 failed log in attempts.

User Note: If the case of log on difficulties please contact the Helpdesk phone line on 0844 573 0137.

Once logged in, you will see the important information box displayed on the home screen, as shown below.


Important Information

Welcome to new ARAMS Notifications feature!

For a more information, please refer to the [relevant user guide](#) on [www.arams.co.uk](#)

The critical alert will be displayed at the top of the home screen and will inform you of any system or technical issues with the portal. Critical alerts will only be displayed while active.

Message from webpage

 Welcome to new ARAMS Critical alert feature!

For a more information, please refer to the [relevant user guide](#) on [www.arams.co.uk](#)

## 4. Create movements into the Abattoir

This function allows the abattoir to record a move onto their premises, including a facility to upload a file of tags or the facility to manually record tag numbers. The user is supplied with four tabs to record the details required to complete a move. The four tabs are Movement, Animal detail, Haulier, and Food Chain Information (FCI).

The user selects the link (into) provided on the abattoir portal home screen.



## 5. Movement

### 5.1 Location

The movement tab is split into six sections – Location, Exemptions, Departure details, Name, Departure address and Arrival details.

Step 1 – The user enters the departure CPH number and once the record is verified the name and departure details populate driven from the CPH number. The title, initials and first name fields are optional.

If the keeper has moved animals from this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the 'Departure CPH or Premises No' box.

Step 2 – The user selects either 'Off' or 'On' to record the moving animals to a Central Point Recording Centre (CPRC) requirement. (Defaulted to 'Off')

A screenshot of a web application interface. At the top, there are four tabs: 'Movement' (which is selected and highlighted), 'Animal Detail', 'Haulier', and 'FCI'. Below the tabs is a section titled 'Location' in a light grey box. Inside this section, there are four rows of input fields: 1. 'Movement ID' with a text input field. 2. 'Departure CPH' with a text input field. 3. 'Moving animals to a Central Point Recording Centre (CPRC)' with a dropdown menu currently showing 'Off'. 4. 'Select an animal' with three buttons: 'Sheep', 'Goats', and 'Deer'.

Step 3 – The user records the species of the animals, by selecting from sheep, goats or deer.

## 5.2 Exemptions

Exemptions can be claimed by selecting the relevant exemption code from the drop down menu. Exemption code descriptions can be found by selecting the help icon.

The screenshot shows a software interface with a sidebar on the left containing tabs for 'Premises', 'Movement detail', and 'Animal'. The 'Movement detail' tab is active, showing fields for 'Departure', 'Is with in your Business' (No), 'Departure Date' (calendar icon), 'Date of Loading (if different)' (calendar icon), 'Time First Animal Loaded' (clock icon, 14:15), 'Time of Departure' (clock icon, 14:15), 'Expected Duration of Journey', 'Is Destination Separation Unit' (No), and 'Moving animals to a Central Point Recording Centre (CPRC)' (No). The 'Exemptions' section at the bottom shows 'On Exemption' with code '101'. A modal window titled 'On Exemption' is open, displaying a list of exemption codes and descriptions:

101	Foster Lambs on Movement or Foster Kids on Movement
102	Animals moving from tack
157	Has been held in isolation facilities for 20 days prior to movement to show or since last movement from a show
158	Will be held in isolation facilities for 20 days on return from show
169	Moving to show and no animals have moved onto the holding since the animals last visited a show
173	Returning to their correct home after being inadvertently rounded up from common land
187	Animals moved for performance/exhibition purposes and a permit has been issued for the move
195	Declaration for sheep/goats returning home from an AI centre received and they have been placed in Defra Approved Isolation
197	Movement of breeding Rams or Bulls, move takes place between August 1st and November 30th they are isolated upon arrival and a breeding declaration has been received from the recipient
198	Rams or bulls intended for breeding moving to market between Aug 1 and Nov 30, animals isolated and a declaration received from the sender
199	Rams or bulls intended for breeding returning from a market, Move takes place between August 1st and November 30th, animals are isolated upon their return
200	Movement of breeding goats, isolated prior to their departure and a breeding declaration has been received from the recipient

A 'Close' button is at the bottom right of the modal.

**The user needs to select exemption code 185 for Deer movements to abattoirs.**

185 - Animals Moved to a slaughter market/collection centre, from where the only move is to slaughter.

## 5.3 Departure Details

Step 1 – The user records the departure date provided on the movement document by using the departure date interactive calendar.

Step 2 – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar.

Step 3 – The user records the expected duration of the journey if relevant.

The screenshot shows a 'Departure Details' form with the following fields:

- Departure Date**: 12/02/2014 (with a calendar icon)
- Date of Loading (if different)**: (with a calendar icon)
- Time First Animal Loaded**: 11:19:47 (with a clock icon)
- Time of Departure**: 11:19:47 (with a clock icon)
- Expected Duration of Journey**: (empty text field)

**User Note:** The two time fields - Time first animal loaded and time of departure fields are automatically populated with the time the movement record is created. These fields can be changed to the exact time that the movement took place.

## 5.4 Name

The name section will populate, driven by the CPH number, after the user has entered a valid CPH number and selected the 'verify' button.

Name	
<b>Title</b>	Mr ▼
<b>Initials</b>	
<b>First Name</b>	JOE
<b>Surname</b>	FARMER

## 5.5 Departure Address




The departure address section will also populate, driven by the CPH number, after the user has entered a valid CPH number and selected the 'verify' button. However the user may record the address, postcode and telephone number manually, if they wish.

Departure Address	
<b>Address 1</b>	THE FARM
<b>Address 2</b>	
<b>Address 3</b>	
<b>Postcode</b>	AB15 5FT
<b>Telephone Number</b>	1 234 567 89

## 5.6 Arrival details

Step 1 - The user records the arrival date provided on the movement document by using the arrival date interactive calendar. The arrival date will default to the departure date but this can be changed if needed.

Step 2 – The user only records the Unloading Date (if different from the arrival date) by using the unloading date interactive calendar.

Arrival Details	
<b>Arrival Date</b>	 12/02/2014
<b>Unloading Date</b>	
<b>Time Last Animal Unloaded</b>	
<b>Number of Animals Received</b>	127

Step 3 - The user will record the total number of animals received as provided on the movement document.

To move between the tabs, you can use the 'back' and 'next' buttons at the bottom of the screen.



## 6. Animal Detail

In the 'animal detail' tab the user can record the number of animals moving per flock / herd mark (batch moves) and the individual identifications of animals, the system when requested will calculate the total number of animals provided.

The screenshot shows the 'Animal Detail' form. At the top, there are two tabs: 'Batch moves' and 'Individually identified'. The 'Batch moves' tab is active, showing a table with three columns: 'Number', 'Flock/herd mark', and 'Description'. There are three empty rows for data entry. To the right, there is a section for 'Individually identified' with a sub-section 'Identity tags'. It contains two input fields with the values 'UK001122334455' and 'UK112233445566', each with a delete 'X' button next to it.

Step 1 - The user records the number of animals and the associated flock / herd number in the batch moves tab. The system will allow for extra batches to be inputted as more boxes will appear underneath the previous as you start to type in the information.

Step 2 - If the premise has provided individual identifications the user will record each ID under the individual identified tab.

Step 3 - The user clicks the 'Calculate' button which automatically totals the number of animals keyed from both the batch moves and the individual identified tabs.

The screenshot shows the bottom of the form. On the left, it says 'Total number of animals moved (batched and individually)'. Next to it is a text box containing the number '14'. To the right of the text box is a blue button labeled 'Calculate'.

### 6.1 Uploading Tag File

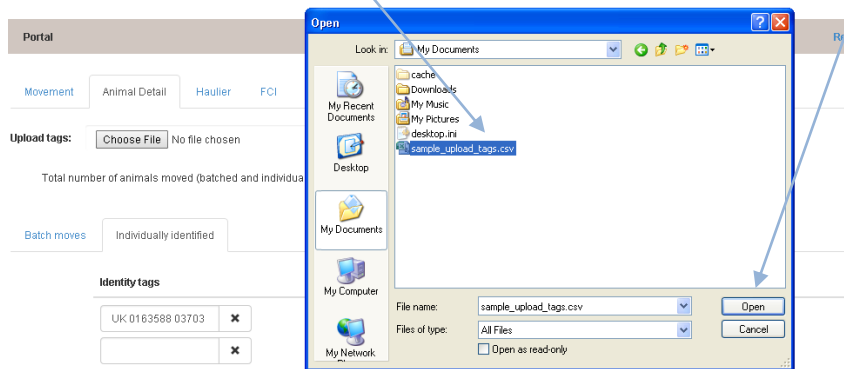
Step 1 – The user checks the file of tags to upload into the system is in the correct format. (Two formats e.g. UK 0163588 03703 or 826 0090909090).

Step 2 – The user selects the 'Choose File' icon, this will open another window to allow the user to browse for the file to upload.

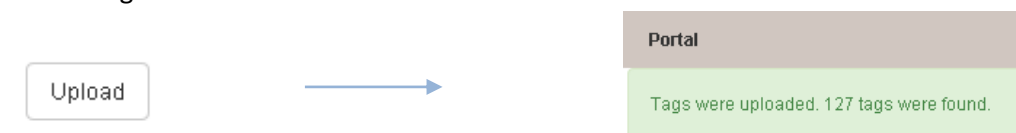
The screenshot shows the 'Upload tags' section. At the top, there are four tabs: 'Movement', 'Animal Detail', 'Haulier', and 'FCI'. The 'Movement' tab is active. Below the tabs, there is a section labeled 'Upload tags:'. It contains a 'Choose File' button, followed by the text 'No file chosen', and an 'Upload' button.



Step 3 – The user selects the file they wish to upload and clicks on the ‘open’ button



Step 4 – The user selects the ‘Upload’ button – if upload is successfully a message will appear, stating the number of tags found.



Once the animal details have been completed, the user moves on the Haulier tab

## 7. Haulier

Step 1 – The user records all the information provided by the transporter in the relevant fields provided on screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, date last cleansed and place vehicle cleansed will be unlocked to record that information.

[Movement](#)
[Animal Detail](#)
[Haulier](#)
[FCI](#)

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**Vehicle**

Who transported animals Departure Keeper Receiving Keeper Haulier

Vehicle Registration

Date Last Cleansed

Place Vehicle Cleansed

**Haulage**

Haulage Company

Haulier Name

Haulier Phone Number

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**Transport**

Transport Authority Number

Transport permit Number

Assured Scheme Number

## 8. Food Chain Information (FCI)

Step 1 – The user selects one of the two FCI statements dependant which statement is appropriate for the move being recorded.

- ☒ All the animals in the consignment satisfy the FCI statements detailed
- ☐ The FCI Statements are not satisfied for all the animals in the consignment and additional information is provided

### 8.1 Additional FCI

Step 1 – The user can select tags from the right hand side list, by highlighting the tag and clicking the right facing arrow to move tag into left hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it / them is to be recorded.

Additional FCI

Information about animals showing signs of a disease or condition that may affect the safety of meat derived from it / them.

Identification of animal(s)

- UK 0163588 03703
- UK 0163588 03532
- UK 0163588 03720**
- UK 0163693 03781
- UK 0163588 03554
- UK 0169205 02638
- UK 0164768 10158
- UK 0163588 03552
- UK 0163588 03701
- UK 0163693 03459

>

<

UK 0163588 03539

Step 2 – The user can ‘un-flag’ a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.

Additional FCI

Information about animals showing signs of a disease or condition that may affect the safety of meat derived from it / them.

Identification of animal(s)

- UK 0163588 03703
- UK 0163588 03554
- UK 0169205 02638
- UK 0164768 10158
- UK 0163588 03552
- UK 0163588 03701
- UK 0163693 03459
- UK 0163693 04012
- UK 0169205 02500
- UK 0169205 02631

>

<

UK 0163588 03532

**UK 0163588 03720**

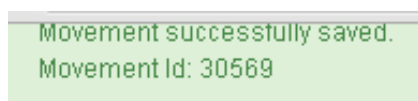
UK 0163693 03781

Step 3 – The user records any relevant information given by the keeper in the three free text fields

Describe the disease or condition, or diagnosis if a veterinary surgeon has examined the animals	<input type="text"/>
Withdrawal periods have been observed for all veterinary medicines and other treatments administered to the animals while on this holding and previous holdings	<input type="text"/>
Information about holding restrictions or results of analysis of samples relevant to public health	<input type="text"/>

## 9. Submitting a Move

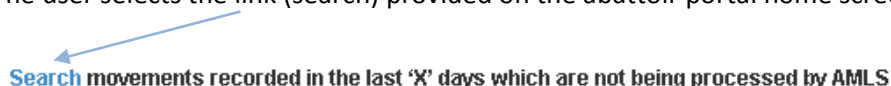
Once the user has completed all the details in each tab the user selects the 'save' button, the system will then save the move and a message will appear on screen – Movement Successfully Saved – Movement ID: xxxx



## 10. Search Movements

The user can search for all movements recorded.

Step 1 – The user selects the link (search) provided on the abattoir portal home screen.



Step 2 – The user selects a date range in which to search for movements by using the interactive calendar provided and clicking search.

Step 3 – All the movements are retrieved. To view the movements full details the user selects the Movement ID link and this will open the movement detail screen as explained the [Create movements into the Abattoir](#) section of this document.

Search Criteria										
Start Date		09/02/2014								
End Date		14/02/2014								
		<input type="button" value="Search"/> <input type="button" value="Reset"/>								
Movement Id	Document Id	Dept Premises No	Name	Address	Post Code	Departure Date	No. Of Animals	Species	Destination Premises No	Status
<a href="#">30562</a>	0	80/472/0115	STORYBOOK GLEN LTD	Storybook Glen	AB15 5FT	12/02/2014 00:00:00	127	1	42/155/8000	Complete
<a href="#">30569</a>	0	80/472/0115	STORYBOOK GLEN LTD	Storybook Glen	AB15 5FT	12/02/2014 00:00:00	127	1	42/155/8000	Complete
<a href="#">30574</a>	0	80/472/0115	STORYBOOK GLEN LTD	Storybook Glen	AB15 5FT	11/02/2014 00:00:00	127	3	42/155/8000	Complete

## 11. Unconfirmed Movements

Step 1 – The user selects the link (Unconfirmed) provided on the abattoir portal home screen.

List of **Unconfirmed** movements to that abattoir and all abattoirs within the enterprise

Step 2 - The user is then taken to a new window where all the unconfirmed moves are listed. There is also the option to be able to narrow the search results by using the start and end date selector.

Portal

Search Criteria

Start Date

End Date

Step 3 - Once the start and end date is input the user is able to select the “search” button to populate the results.

If there are no results to be populated in the time period selected then “no movement records to display” will be recorded.

Movement Id	Document Id
No movement records to display	

The user is able to use the “reset” button to clear the dates in the start and end fields.



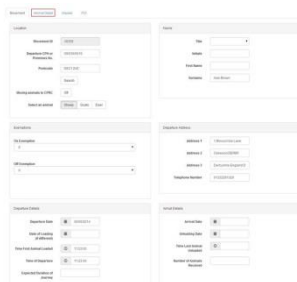
Step 4 - Once a date range that has unconfirmed moves recorded in that time period is populated the user will then be able to select those moves one at a time by clicking on the movement id numbers that are displayed in blue.



Step 5 - The user will then be taken to the first tab which is “movement” on this tab the user can check the following details.

Location, Exemptions, Departure date, Name, Departure address, Arrival details.

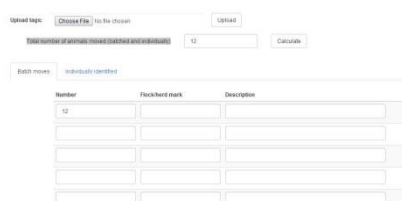
Once these have been amended or updated then the user can move on to the next tab which is “Animal detail”



Step 6 - Once the user has moved on to the “animal detail” tab then they are able to do the following:

View the uploaded csv file, See Total number of animals moved both batched and individually.

For “batch moves” the user can view the number of animals, the flock/herd mark and the description.



For “individually identified” animals the user is able to view the individual animal tags if any have been provided.



Individually identified

Identity tags

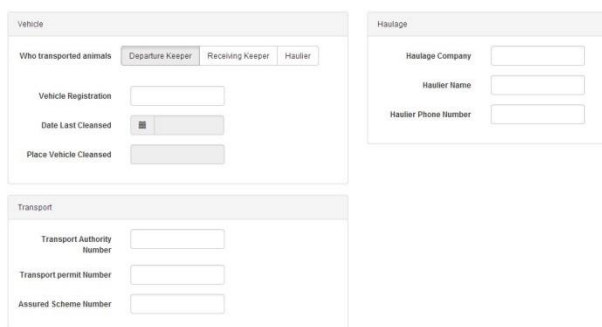
X

Once these have been amended or updated then the user can move on to the next tab which is “Haulier”

Step 7 - Once the user has moved on to the “Haulier” tab then they are able to do the following:

View the Vehicle information, view the Transport information, and view the Haulage information.

Once these have been amended or updated then the user can move on to the next tab which is “FCI”



Vehicle

Who transported animals Departure Keeper Receiving Keeper Haulier

Vehicle Registration

Date Last Cleansed

Place Vehicle Cleansed

Transport

Transport Authority Number

Transport permit Number

Assured Scheme Number

Haulage

Haulage Company

Haulier Name

Haulier Phone Number

Step 8 - Once the user has moved on to the “FCI” tab they are able to do the following:

Select either: All the animals in the consignment satisfy the FCI statements detailed or The FCI Statements are not satisfied for all the animals in the consignment and additional information is provided.

Step 9 - Additional FCI, The user can select tags from the right hand side list, by highlighting the tag and clicking the right facing arrow to move tag into left hand side box.

All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it / them is to be recorded.

The user can ‘un-flag’ a tag that has been added. By selecting the tag in the right hand side box, and clicking on the left facing arrow to return the tag to the left hand list.

All the animals in the consignment satisfy the FCI statements detailed ☐

The FCI statements are not satisfied for all the animals in the consignment and additional information is provided ☐

I declare that the above details are correct

Additional FCI

Information about animals showing signs of a disease or condition that may affect the safety of meat derived from it: (Name, Identification of animals)

Describe the disease or condition, or diagnosis if a veterinary surgeon has examined the animals

Withdrawal periods have been observed for all veterinary medicines and other treatments administered to the animals while on this holding and animal holdings

Information about holding restrictions or results of analysis of samples relevant to public health

Step 10 - Go back to the movement tab and update the arrival details with total amount of animals received. Please note that this number should match the total amount of animals moved in the Animal Detail tab.

Arrival Details

Arrival Date

Unloading Date

Time Last Animal Unloaded

Number of Animals Received

Upload tags:  No file chosen

Total number of animals moved (batched and individually)

Step 11 – Once the user has checked that all the information is correct they are then able to save the movement using the “save” button. By doing so the movement is verified and any errors will be highlighted on the relevant tab, if no error is displayed then the movement is confirmed and saved on aphs England (ARAMS).



A green banner will appear at the top of the screen showing the move has been confirmed

